

OFFICE OF THE SECRETARY OF DEFENSE  
ORGANIZATION OF THE JOINT CHIEFS OF STAFF

INDIVIDUAL DEVELOPMENT PLAN  
Of

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THE INDIVIDUAL DEVELOPMENT PLAN (IDP) is drafted by the employee and supervisor to address training needs and career plans. It should be generated in conjunction with the performance management review, and may be revised at any time. Requests for Government sponsored training should be in accordance with this plan. All GM 13-15, supergrades and equivalents, SES Candidates and members of the Senior Executive Service must provide a copy of the IDP to the Employee Career Development and Training Division, Directorate for Personnel and Security, WHS (room 3B347).

Privacy Act Statement

AUTHORITY: Public Law 85-507, July 7, 1958, The Government Employees' Training Act.

PRINCIPAL PURPOSES: To increase efficiency and economy in the Government by providing for training programs for civilian officers and employees of the Government with respect to the performance of official duties.

ROUTINE USES: Records will be processed and maintained by the employee's supervisor and the servicing personnel office of the agency. Information will be made available to the appropriate review authorities. The SSN will be used to accurately identify the employee.

DISCLOSURE: Disclosure of this information is voluntary. However, failure to provide the requested information may adversely affect the processing of training actions.

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 ORGANIZATION OF THE JOINT CHIEFS OF STAFF  
**INDIVIDUAL DEVELOPMENT PLAN**

DATE PREPARED

**PART A - EMPLOYEE PERSONAL DATA**

1. NAME <i>(Last, First, Middle Initial)</i>		2. ORGANIZATION MAILING ADDRESS <i>(Branch - Division/Office/Agency, Street, City, State, ZIP Code)</i>		3. POSITION TYPE <i>(X one only)</i>
4. POSITION TITLE		5. OFFICE TELEPHONE NO.		a. NON-SUPERVISORY
6. SOCIAL SECURITY NO.		7. YEARS OF CONTINUOUS CIVILIAN SERVICE	8. DATE OF BIRTH	b. SUPERVISORY
				9. SERIES AND GRADE

**PART B - CAREER GOALS**

1. SHORT RANGE CAREER GOALS. *(State career goals for the next one to two years. Specify position titles and grade (if appropriate) or subject area.)*

  
  
  
  
  
  
  
  
  
  

2. LONG RANGE CAREER GOALS. *(State career goals for the next three to five years. Specify position titles and grade (if appropriate) or subject area.)*

**PART C - DEVELOPMENTAL OBJECTIVES AND PLANNED DEVELOPMENTAL ACTIVITIES TO MEET OBJECTIVES**

<p>To construct meaningful DEVELOPMENTAL OBJECTIVES consider the work assignments and projects the employee has undertaken and will be expected to undertake. What does previous performance indicate? What are the skills, knowledge and abilities the employee needs to acquire? What does the employee need to learn to keep abreast of changes in the career field and in the organization? What skills, knowledge and abilities will enhance the individual's abilities to deal with these changes? From the answers to these questions</p>	<p>develop action statements that delineate in specific terms the areas of competence the employee needs to acquire. (i.e., to develop a working knowledge of DoD EEO objectives so that the employee can uphold these objectives when filling the three vacancies in his/her division.) Once specific objectives are stated different DEVELOPMENTAL ACTIVITIES may be considered to achieve these objectives. For further information consult "A Manager's Guide to Individual Development Plans," Administrative Instruction 40 or the Employee Career Development and Training Division.</p>
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**NOTE TO SES MEMBERS** - All Developmental Objectives for SES personnel and candidates will be stated in terms of the standard SES competencies:

<p><b>I.</b> Integration of Internal and External Program - Policy Issues.</p> <p><b>II.</b> Organizational Representation and Liaison</p> <p><b>III.</b> Direction and Guidance of Programs, Projects, or Policy Development</p>	<p><b>IV.</b> Acquisition and Administration of Financial and Material Resources</p> <p><b>V.</b> Utilization of Human Resources</p> <p><b>VI.</b> Review of Implementation and Results</p>
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<b>NAME</b> <i>(Last, First, Middle Initial)</i>	<b>DATE PREPARED</b>
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**PART D - SIGNIFICANT PRIOR TRAINING AND DEVELOPMENT RELATED TO THE DEVELOPMENTAL OBJECTIVES**

*(Include government sponsored and self development assignment programs, activities or academic programs. If additional space is needed, attach additional page.)*

<b>1. NAME OF COURSE</b>	<b>2. NAME OF TRAINING CENTER</b>	<b>3. DATE OF COMPLETION</b>
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**4. IF NO CAREER DEVELOPMENT IS DESIRED OR NEEDED AT THIS TIME, PLEASE STATE SPECIFIC REASONS WHY.** *(Space may also be used for comments on how the individual Development Plan is to be implemented. For example, if a specific progression of developmental activities is critical it should be stated.)*

**PART E - CONCURRENCE AND APPROVAL**

CONCURRENCE		APPROVAL - SES ONLY
<b>1. EMPLOYEE</b>		<b>The Employee Career Development and Training Division will review SES IDP's and obtain the following signature.</b>
a. SIGNATURE	b. DATE SIGNED	
<b>2. SUPERVISOR</b>		
a. TYPED OR PRINTED NAME <i>(Last, First, Middle Initial)</i>		
<b>3. CHAIRPERSON, EXECUTIVE RESOURCES BOARD</b>		
b. POSITION TITLE	c. TELEPHONE NUMBER	a. SIGNATURE
d. SIGNATURE	e. DATE SIGNED	b. DATE SIGNED

NAME <i>(Last, First, Middle Initial)</i>	DATE PREPARED
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**PART C - DEVELOPMENTAL OBJECTIVES AND PLANNED DEVELOPMENTAL ACTIVITIES TO MEET OBJECTIVES** *(Continued)*

1. DEVELOPMENTAL OBJECTIVES <i>(State the goal to be derived from the developmental activity or activities in as specific terms as possible. What knowledge, skills or abilities (KSA's) need to be obtained immediately to meet current objectives or to make performance more effective in the present position. Or identify specific areas in which the employee will need to gain competence in order to achieve the short or long range goals stated above. The Developmental Objectives should be stated in the order of priority. SES please see note on Page 2.)</i>	2. DEVELOPMENTAL ACTIVITY OR ASSIGNMENT <i>(This may include On-the-job Training, Rotational Assignments, Developmental Projects, Self Study Programs, Formal Training Programs, Correspondence Courses, or Professional Conferences or Seminars.)</i>	3. SOURCE <i>(If possible identify the organization that will provide the developmental activity.)</i>	4. PROPOSED SCHEDULE <i>(Developmental activity by quarter that reflects priority of immediate and long range needs.)</i>	5. ACTION TAKEN <i>(List actual action taken and date of completion.)</i>